RFP Announcement Attachment

Sonoma County Chanate Campus - RFP for Master Developer



Sonoma County seeks qualified developers to prepare a master plan and develop the Chanate Campus property as a mixed-use community that enhances the quality of life for surrounding neighborhoods and all Sonoma County residents. This picturesque property, located to the north and south of Chanate Road in Santa Rosa, consists of both developable and open space parcels that total approximately 117 acres. Based on initial studies done by the County, about 50 acres of the property could be potentially developed as new housing and commercial uses, making this one of the most significant development opportunities in Santa Rosa.

The property is very scenic, consisting of mixed oak and hardwood woodlands alongside open oak savannahs. It has a long history as a place of healing and agriculture, as the Chanate Campus was once used as a County work farm and includes an historic cemetery nestled within a woodland area. Until recently, the property also housed Sutter Health hospital, which recently moved to its new facility. The Campus buildings are currently occupied by a small number of County services and non-profit service providers. The County wishes to consolidate and relocate most of these services elsewhere so it can more effectively serve Sonoma County residents.

Centrally located in the City of Santa Rosa, the property has easy access to downtown Santa Rosa and is located within two miles of the Steele Lane exit off Highway 101. Neighborhood amenities include highly rated public schools, as well as the main campus of the Santa Rosa Junior College. Most of the City's major medical, technology and government employers are located nearby, and the property is well served by retail, being close to the Mendocino Avenue commercial corridor and about two miles from Coddingtown Mall. The Chanate Campus includes extensive open space and is close to many of the County's most scenic areas and vistas. Many of Sonoma and Napa County's premiere wineries are within an hour's drive.

This Multiphase Request for Proposals is intended to establish a short list of a small number of qualified developers with the proven financial capacity, project management skills and relevant development experience to expeditiously develop the Chanate property. Once the short list is established, the County will interview the top-qualified developers and seek additional information regarding their proposed development approach and business terms. Based on an evaluation of the developer submittals, a developer will then be chosen to enter into an Exclusive Negotiating Agreement to prepare a master plan and develop the site.

For further information on the property, please visit http://sonomacounty.ca.gov/General-Services/Facilities-Development-and-Management/Chanate-Complex/. Prospective bidders and interested parties are required to register with the County of Sonoma Purchasing Portal website in order to download the RFP

(http://sonomacounty.ca.gov/ templates portal/Service.aspx?id=2147503339). By registering, you will be able to download the RFP as well as sign up for notices and addenda issued by County. The RFP provides key information on development objectives and RFP evaluation criteria, as well as greater detail on the Chanate Property and surrounding area. Detailed instructions on registering with and navigating the supplier portal are included in the following pages.

RFP Announcement Attachment

Sonoma County Supplier Portal Instructions

To obtain a copy of the Chanate Campus RFP, as well as sign up to receive notification emails concerning the Chanate Campus RFP, please register with the County's Supplier Portal, located here: http://sonomacounty.ca.gov/templates_portal/Service.aspx?id=2147503339.

The instructions attched provide pictoral guides to registering with and navigating the Supplier Portal site. These guides are also available at the links below:

https://esupplier.sonomacounty.ca.gov/SonomaPortalDocs/Training/BidderRegistrationInstructionsADA.pdf.

https://esupplier.sonomacounty.ca.gov/SonomaPortalDocs/Training/BidderRegistrationInstructionsADA.pdf

Bidder Registration Instructions

For Prospective County Suppliers



Who is a Bidder?

A Bidder is a prospective supplier to the County of Sonoma, and has not previously received payment from the County for goods and/or services since July 1, 2014.

Bidders must register in the Supplier Portal in order to receive emailed solicitation notifications, view solicitations and attachments, and submit bids.

Click here to register in the Supplier Portal

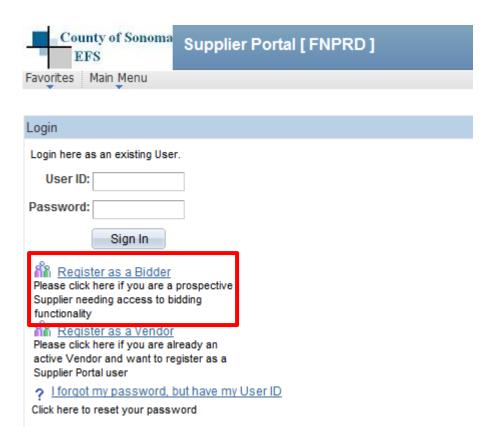
Registration instructions continue on the following pages.

Supplier Portal Login Screen

Bidders should have their Taxpayer Identification Number or Social Security Number on hand when beginning the registration process.

Click on the "Register as a Bidder" link.

button on your browser when navigating through the Supplier Portal. Use of your browser's BACK button will return you to the login page, and your transaction will not be processed.



Preliminary Information

Step 1 of 8

- 1. Specify if you are a business or individual.
- 2. Specify if you wish to:
 - Buy goods/services from the County
 - Sell goods/services to the County

Click "Next."

Bidder Registration

Step 1 of 8: Preliminary information.

These questions will determine the type of bidder you will become.

- * Required Field
- 1. Please select the type of bidder which best describes you.
- Business
- Individual
- 2. What type of bidding activities are you interested in?
- Buying goods/Services
- Selling goods/Services
- Both

Next >>

Cancel Registration

* Required Field

Account Setup

Step 2 of 8

Required fields are marked with an asterisk.

Please complete the optional fields for language, time zone, and currency code.

Use the "Save and Add Another User" button to add more users from your company that may require access to the system.

Click "Next."

Bidder Registration

Step 2 of 8: User Account Setup

Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click "Save and Add Another User" to expand the form. You may also provide instant messaging account information (for real-time communication with others using the system), as well as preferred time zone and currency.

^ Kequirea Fiela		
*Company Name:	Sonoma South	
URLID: http://		
User Information		
*First Name:	Abigail	<u> </u>
		ш —
*Last Name:	Martinez	
Title:	Sales Manager	
*Email ID:	acmartinez@sonomasouth.	com
*Telephone:	707/555-2368	Ext:
Fax:		
*User ID:	acmartinez	(User's account login name.)
Other Contact Info (O	ptional)	
	Instant Messaging (IM) Inform	mation
IM Service:	•	
IM User Name:		
	Personalization Information	
Language:	English	•
Time Zone:	PST Q Pacific Time	e (US)
Currency Code:	USD Q	
		Save and Add Another User
< Back Nex	xt >>	Cancel Registration

^{*} Required Field

Primary Address

Step 3 of 8

If your company has multiple locations, the company's main headquarters address should be entered here.

Required fields are marked with an asterisk.

Click "Next."

Bidder Registration

Step 3 of 8: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

USA Q. United States 424 D Street			
424 D Street			
Petaluma			
	Zip Code:	94952	
CA			
ext >>	Cancel R	Cancel Registration	
(CA Q	Zip Code:	

* Required Field

Other Account Addresses

Step 4 of 8

If your company has no additional addresses and the address information is correct, click "Next."

The options displayed here depend on the selections you made in Step 1. Different address options may appear here as a result of your choices in Step 1.

If needed, you may use the "Back" button to return to Step 1 and make corrections. You may add other account addresses that are different from the primary address in the next step.

Click "Next."

Bidder Registration

Step 4 of 8: Other Account Addresses

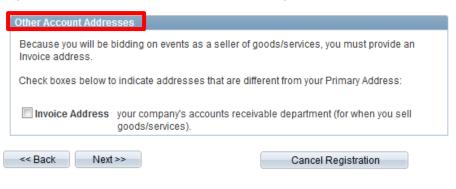
* Required Field

The Primary Address you have entered for Sonoma South is:

424 D Street

Petaluma, California 94952, United States

If you need to make corrections, click the Back button and edit your fields.



^{*} Required Field

Address Contacts

Step 5 of 8

Link each User to an address using the dropdown menu.

Click "Next."

Bidder Registration

Step 5 of 8: Address Contacts

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types.) Next, please designate each of your registered users to an appropriate address category. If you're not sure which address category is the best match, choose "Primary Address".

* Required Field



* Required Field

Additional Classification Information

Step 6 of 8

Enter a valid Taxpayer Identification Number or Social Security Number. Use numbers only; no dashes or other characters, please.

Answer question *1 using the dropdown menu.

The "More About your Organization" section is optional.

Click "Next."

Bidder Registration

Step 6 of 8: Additional Classification Information

Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

* Required Field Standard ID Numbers Personalize 2 Identification Type **ID Number** 1 Tax Identification Number 2 W2 Identification Number Personalize | Find | [2] | First | 1 of 1 D | La SIC Codes - US-NIGP Codes Standard Industry Code Description Q <u>Delete</u> Add Row *1. Can you answer yes to BOTH of the following questions? 1) If your business is located in a city within Sonoma County, do you have a valid business license if required by the city? 2) Does your business have a valid physical address located within Sonoma County from which business is performed on a day-to-day basis? Country Description VAT ID **Home Country** Add Row More About Your Organization (Optional) **HUBZone Program:** Sm Disadvantaged Business Prog: Size of Small Business: Other Preference Programs: Veteran-Owned Small Business: Veteran Disabled Women-Owned Business Emerging Small Business << Back Next >> Cancel Registration

Selecting Your Category Codes

Step 7 of 8

Bid notifications are emailed to Bidders based upon their selected categories. You must select a category (or categories) in order to receive emailed bid notifications.

Click directly on the file folder icon next to "Sell Categories."

The screen will expand. Use the Control+F command to search the category list by keyword.

Click the check box next to the five digit top level category ending in -00 that you wish to bid on. You may choose multiple categories and/or subcategories.

View subcategories by clicking the file folder next to the top level category. You may register for subcategories rather than a top level category, but selecting the top level category may result in more solicitation notifications.

When finished, scroll to bottom and click "Save."

Bidder Registration

Step 7 of 8: Categorization Information

You have the option to select one or more categories that best describe your organization's bidding interests. Selecting specific categories may qualify you to receive notifications for future events that match your interests. There is no obligation to check any boxes, but doing so could result in more invitations to bid on events. By selecting no categories, you remain eligible to participate in all public events posted on this website.

For best performance, please pause briefly after checking each selection box.

Check all Strategic Sourcing Tree

Sourcing - Sourcing Categories
Sell Categories

Bidder Registration

Step 7 of 8: Categorization Information

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For best performance, please pause briefly after checking each selection box.

Check all Strategic Sourcing Tree

Sourcing - Sourcing Categories

Sell Categories

005-00 - Abrasives

010-00 - Acoustical Tile

019-00 - Agricultural Crops

019-90 - Vegetables

019-94 - Wheat

020-00 - Agricultural Equip/Accessories

^{*} Required Field

^{*} Required Field

Terms and Conditions

Step 8 of 8

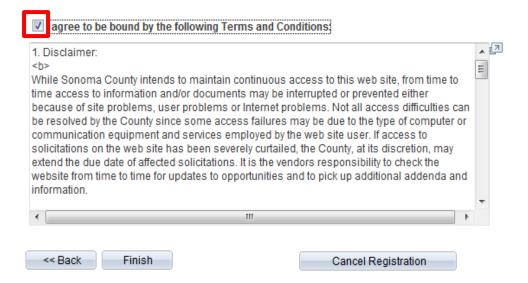
After reading, click the check box and "Finish."

Bidder Registration

Step 8 of 8: Terms and Conditions

Make sure you read the terms and conditions fully before continuing.

* Required Field



Registration Confirmation

Bidder Registration

Bidder registration for Sonoma South was successful.

You will receive two confirmations.

After pressing "Finish" in the last step,

an onscreen confirmation will display.



Personalize | Find | Pind | First 1 of 1 D Last

1 Abigail Martinez

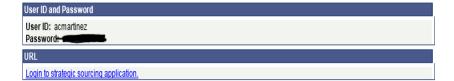
Choose the desired user from the grid below and signin to Strategic Sourcing.

 You will also receive an email with your User ID and Password. Please save this email for future reference.

Registration is now complete. You can login to the Supplier Portal to review bidding opportunities and place bids.

Bidder Registration Approved

Your application to become a sourcing bidder has been approved. Use the login information in this message to acess the system at the URL provided below.



Technical issues with registration?

Contact the County department you normally work with for assistance, or send an email describing the issue in detail to

efs-vendor-desk@sonoma-county.org

How to View Solicitation Events and Submit Bids



Register to View and Bid

Suppliers must register in Sonoma County's Supplier Portal in order to receive emailed solicitation notifications, view solicitations and attachments, and submit a bid.

Click here to register in the Supplier Portal.

Register as a **BIDDER** if you are a prospective supplier to the County of Sonoma, and have not previously received payment from the County for goods and/or services.

Register as a **VENDOR** if you have previously sold goods and/or services to the County of Sonoma.

Submission Guide

The information contained in this document is a general overview and applies to solicitations for both goods and services (RFPs, RFQs, and RFIs). Please note that our software and documentation refers to <u>all</u> submissions as "bids."

For solicitation-specific questions, contact the Event Contact listed on the event.

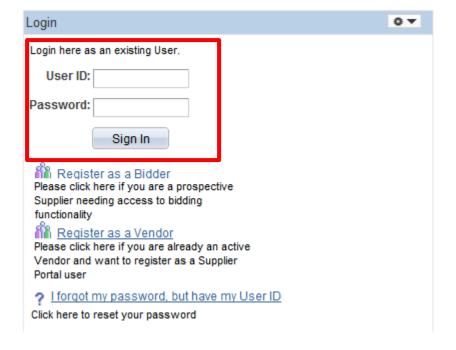
For questions regarding registration, email <u>efs-vendor-desk@sonoma-county.org</u>.

Login to the Supplier Portal

After registering in the <u>Supplier Portal</u>, login using your User ID and password.

IMPORTANT - Use links and buttons to navigate.

Do not use the BACK button on your browser when navigating through the Supplier Portal. Use of your browser's BACK button will return you to the login page, and your transaction will not process.





Top Menu Features Description

Our menu has changed!

The menu is now located across the top of the page. Click on **Main Menu** to get started.

Highlights

Recently Used pages now appear under the Favorites menu, located at the top left.



Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.



Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.





Highlights

Recently Used pages now appear under the Favorites menu, located at the top left.

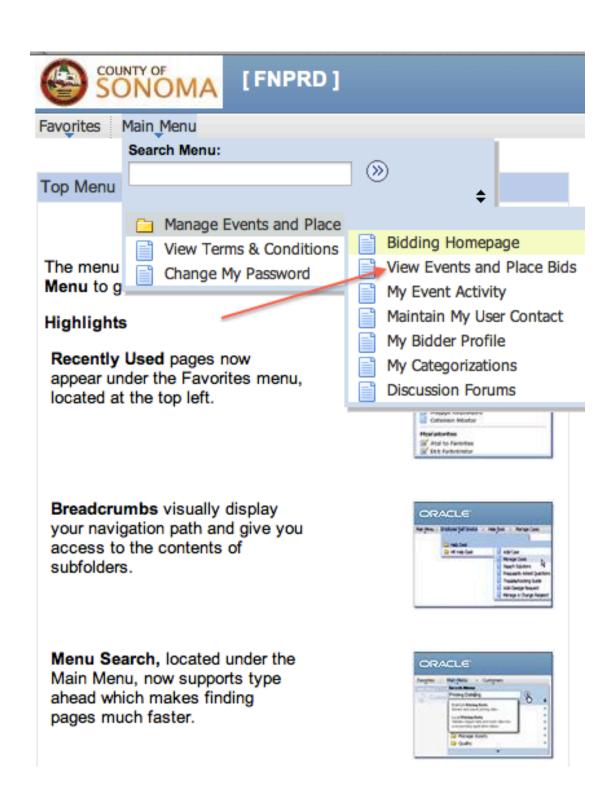


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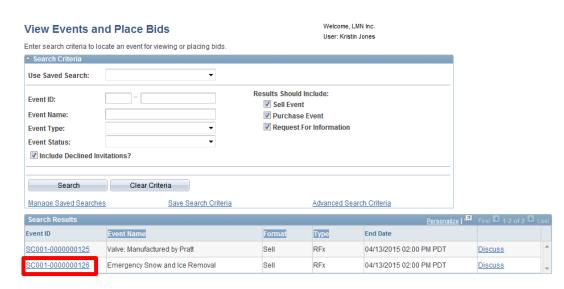


Search for Solicitation Events

Use the grey navigation bar below the County logo. Navigate using the following path: *Main Menu > Manage Events and Place Bids > View Events and Place Bids*.

<u>All</u> public solicitation events will appear in the Search Results area. To narrow your results, use search criteria near the top of the page.

Click the solicitation event you want to bid on.

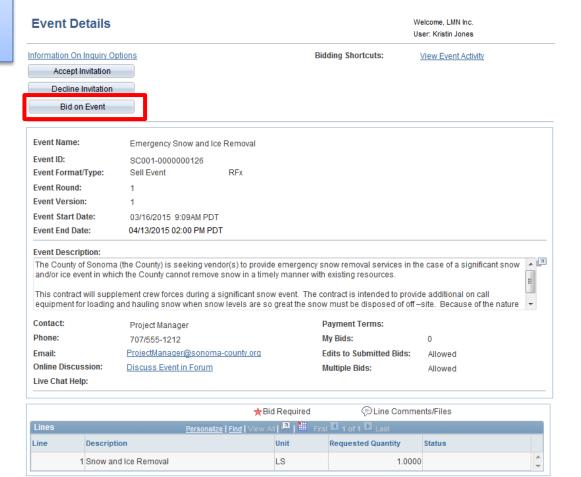


Step 1 of 4

This page shows a brief overview of an event solicitation.

Click "Bid on Event" to view and download all details about an event solicitation, including RFPs, RFQs, and other attachments.

Note: Clicking "Bid on Event" does not obligate you to bid. It will allow you to view the event and documents.



Step 2 of 4

For RFPs, RFQs, or RFIs, select YES.

If you want to bid the exact quantity requested, select **YES**.

If you want to bid a different quantity than requested, select **NO**.

to you want to bid the exact quantity requested? (NOTE: Always select "Yes" for RFPs, RFQs, or RFIs) (18058,4118)

If you want to bid the exact quantity requested, select "Yes" and the bid quantity will default to the requested quantity. You can change the bid quantity at any time before submitting your bid.

If you want to bid a different quantity than requested, select "No" and enter the quantity manually.



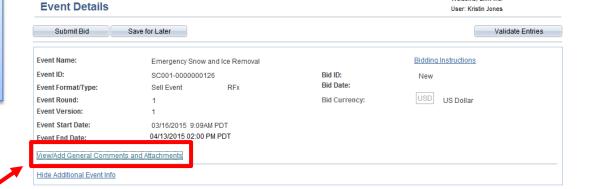
Step 3 of 4

The following screen shots are partial views of the Event Details page; scroll down on your computer screen to view all event-related information.

Click to view and download attachments, including RFPs, RFQs, RFIs, addenda, and Question and Answers.

A new window will open with a listing of all attachments. Click to view and download the attachments.

Click "OK" when finished to return to the previous page.



Welcome, LMN Inc.

General Comments and Attachments Business Unit: SC001 Event ID: 0000000126 Attachments Attached File Attachment Description View RFP_Emergency_Snow_and_lce_Removal.pdf RFP for Emergency Snow and Ice Removal 2-23-15_COUNTY_OF_SONOMA_BID_TERMS_AND_CONDITIONS.pdf Terms and Conditions Bid References Fillable.pdf Bid References View Local_Business_Declaration_Services_Fillable.pdf Local Business Declaration for Services View Emergency_Snow_and_Ice_Removal.pdf Event Details View Attached File Attachment Description Upload Add New Attachments Comments Cancel

Step 4 of 4

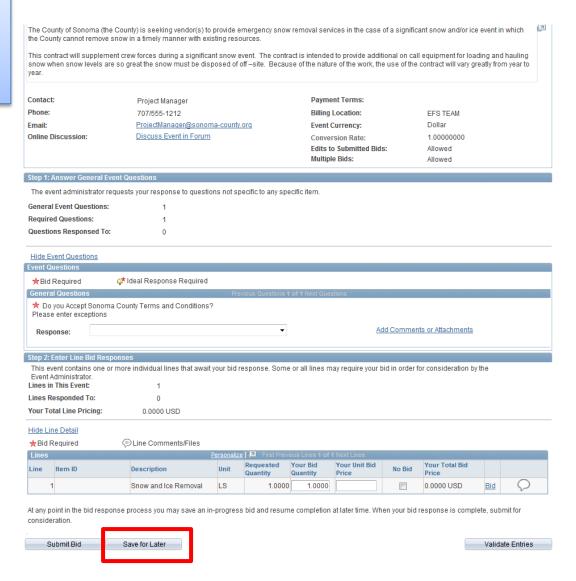
Scroll down on your computer screen to view the rest of the event.

To save this for review and submittal at a later time, click "Save for Later."

When you are ready to bid, navigate to Main Menu > Manage Events and Place Bids > View Events and Place Bids.

Click on the event to reopen it and place your bid.

Instructions on how to place a bid follow.



Find a Solicitation Event

Navigate using the following path: Main Menu > Manage Events and Place Bids > View Events and Place Bids.

<u>All</u> public solicitation events will appear in the Search Results area. Utilize the Search Criteria section at the top of the page to narrow your results.

Click on the solicitation event you want to bid on.

